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MEMORANDUM FOR: Chief, Plans and Policy Staff

27 March 1957

SUBJECT : Intelligence School Weekly Activities Report #13
21 March through 27 March 1957

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I. SIGNIFICANT ITEMS - None.II. OTHER ACTIVITIESa. Intelligence TrainingDocument No. 9No Change in Class. ☐☐ DeclassifiedClass. Changed To: TS 6Auth: FR T9-2Date: 3-16-78By: 35

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(1) On 21 March 1957 a meeting was held in the office of the AD/OO. [redacted] represented the Office of Training, and the Operations Office was represented by the Director, Mr. George Carey, the Deputy Director, [redacted] and the Training Officer, [redacted]

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The subject of the meeting was the training requirements of the Operations Office. It was agreed that [redacted] with the active assistance of [redacted] would make a "grass roots" analysis of the three Divisions of OO. This follows the pattern of the present "market analysis" survey of ORR now being made by [redacted] with the active support of the Division Chiefs in ORR.

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It is expected that [redacted] survey of OO will result in a new list of training courses for OO. Many of the courses currently being offered by Training will be in the new list. Some new ones undoubtedly will be added to meet the special requirements of Contact Division, Foreign Documents Division, and Foreign Broadcast Information Division.

Altogether the new list will contain a number of courses logically arranged to meet the training requirements of OO. The courses and their arrangement will reflect OO's idea of what elementary training, intermediate training, and advanced training their people should have in their three Divisions.

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The training problems involved are not simple. [redacted]

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(2) [redacted] met with [redacted] on 22 March to discuss the curriculum and schedule for the Intelligence Techniques course to be held 1-26 April. A practical

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demonstration of how to use the research facilities available to the students will be incorporated in the next course. [] JOT's are enrolled for this course.

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(3) On Friday, 22 March, [] were briefed by [] on the evaluation procedures used by the A & E Staff for the Intelligence School courses.

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(4) The first regional-type Americans Abroad course on the [] is being organized by [] for presentation 20-24 May.

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(5) [] met this past week with [] of OO/C to discuss the curriculum for the OO/C Refresher. They agreed upon 24 June - 3 July as the date for the next presentation of this course, to be held at 1717 H Street.

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(6) On 21 March [] met with [] Deputy Chief, Economic Research Area, ORR, and [] Chief, [] ORR, to discuss further plans for a course in the use of maps in economic intelligence. [] is selecting three analysts who will work out some problems for this course.

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(7) A new course in statistics for ORR analysts began on 26 March. It will be taught by [] of the Economic Area, ORR.

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b. ORR Orientation Officer

(1) On 20 March the Junior Foreign Service Officer Briefing was held for 39 people.

(2) The Departmental Briefing was conducted on 26 March for 56 people from the Department of the Army, the Department of the Navy, the Department of the Air Force, the Department of State, NSA, USIA, and [] people from the Cable Branch, Documents Division, OCR. The DDCI opened the program with an official word of welcome. He stressed the importance of programs like the Departmental Briefing to develop the mutual understanding requisite for the smooth functioning of the Federal intelligence system.

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(3) On 20 March a lecture in French was given by [] as part of the "Lecture Series in the Major Languages of the World" sponsored by the Language and Area School. The subject of the lecture was "The Psychology of Socialist and Communist Movements in Western Europe."

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c. Intelligence Orientation

(1) It was previously reported that [] had completed the preparation of a paper on "Basic Intelligence Concepts." During the past month, the IO staff has come to the conclusion that this is but one in a series of papers which they would like to use as training material. Therefore, a detailed review of reading material presently used has been undertaken, and the following subjects are now tentatively scheduled for preparation in manual form:

- (a) Basic Intelligence Concepts
- (b) The Intelligence Community and National Security
- (c) A Document on the IAC and the IAC Subcommittees
- (d) Summary of NSCID's and DCID's
- (e) The Central Intelligence Agency
- (f) The National Intelligence Process
- (g) Short History of American Intelligence

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W (2) On Thursday, 21 March, [] met with the DD/S Training Officers to discuss the initial steps in the preparation of a Support Exhibit for use in the IO. All DD/S Offices are actively cooperating, with the single exception of the Office of Communications, which has pleaded shortage of time and manpower. We plan to avoid making an issue of the OC exhibit, since OC will undoubtedly be easily persuaded to contribute as soon as they see that they are the only support component not represented.

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(3) A request was received on 21 March from the FI Training Officer to provide a short orientation in Introduction to Intelligence subject matter for [] people scheduled to take the Operations course on 1 April. According to FI, it would not be possible to schedule them for both IO and the Operations course. After consultation with C/OS the request was referred to the OTR Orientation Officer, but his prior commitments prevented his giving these students a special briefing. The staff of Introduction to Intelligence will conduct the briefing on Thursday, 28 March.

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(4) On Thursday, 21 March, [] met with [] to discuss progress in the preparation of the special course for Security Office personnel. [] expressed approval of the work to date. One case to be used is being reproduced and a tentative schedule has been prepared.

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d. Administrative Training

(1) Budget and Finance Procedures #1 started 25 March with [] people enrolled.

(2) Because of alterations being done in [] Operations Support and Budget and Finance Procedures are meeting both in Alcott Hall and []. The courses have been seriously hampered and their continuity broken by moving from room to room. Because construction had to be done during week days, and because the administrative courses run back-to-back, without a break, these interruptions could not be avoided. No actual class time has been lost.

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(3) The Cable and Dispatch Refresher that is to be given for the Office of the Comptroller on 3, 4, and 5 April has been over-subscribed, and arrangements have been made to present a second session.

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e. Clerical Training

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(1) During the week of 18 March there were [] people in Clerical Induction Training and [] people in Clerical Orientation.

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 18 March were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(3) The results of the Clerical Skills Qualification Tests given by Clerical Refresher on 25 March were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

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(4) A group of [] men from the Office of Communications completed a special four-week typewriting training class which was organized for them at the request of that Office. They attended the class one hour a day at 1535, after their work day was finished, for a total of 19 class hours. [] taught this course. She found the trainees receptive and feels that the training results were most gratifying.

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f. Management Training

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Basic Management #33 began on 25 March for [] middle managers, GS 11-13. In this course, however, [] of the men are GS-14. [] are from DD/S, [] are from DD/P, and [] are from DD/I.

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g. Instructor Training

Nothing to report.

h. Reading Improvement

Nothing to report.

i. Visual Aids Section

The weekly activities report of VAS is attached.

III. PERSONNEL NOTES

a. [] has reported back to work on a full-time basis.

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b. [] began two weeks' military leave on 18 March.

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c. [] underwent an operation on Wednesday, 20 March, and is now convalescing at Suburban Hospital. He may return to his home this coming weekend but will probably have to remain at home four to six weeks.

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d. [] father-in-law died on Sunday, 24 March, and [] left for Chicago on 25 March. They expect to return by the first of next week.

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e. [] is still out of town presenting the third Writing Workshop for Office of Communications personnel.

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Chief, Intelligence School

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